

Gateway Church Directory

FAQ Document

Q: Why are we creating this Directory?

We want to make it possible for the Gateway congregation to get to know one another. The Directory is a private place for the people in our church to share a family and individual photos and to contact one another. Only people who have been invited to the Directory will be able to see the Directory or share their information.

NOTE: The Directory is for personal and church use only and is not to be used for commercial or political purposes.

Q: Who will have access to the Directory?

People who are identified as “regular attenders” at Gateway are being invited to be listed in the Directory. Only those who are invited will have access to it.

Q: How can I access the Directory?

You can access the Directory on your phone through the Church Center app (downloadable free from the App store connected to your phone) or on your computer by signing in to <https://gatewaycaledonia.churchcenter.com/>. At this time there will not be a printed version of the Directory.

Q: What is the Church Center app?

The Church Center app and website provide an interface between our church database and our congregation. The Church Center App will enable you to access the Directory, to see and register for upcoming church events, and to see when you are next scheduled to serve at Gateway.

Q: What personal information will be in the Directory?

We have enabled the Directory to include your name, a photo, your address, as well as the day and month of your birthday and anniversary. However, you will choose which information you want to include as part of your profile. You can also choose that your profile will include a button “Contact me” which allows others to contact you through your email address, but your contact information will not be displayed in the Directory. If someone emails you and you respond to the email, your email address will be available to that person.

Caution for Parents: We recommend that you not activate the Contact Me option for your children.

Q: What personal information is in the church database, that is NOT available in the Directory?

The church database contains personal information that you have shared with the church, such as contact information, birthdate (with or without the year), marital status and anniversary date. The database contains information about ministries you have served, events that you have registered to attend, courses you have attended, programs in which you have participated, and significant dates (such as your baptism date if you were baptized at Gateway). The database contains dates and times that you checked yourself or your children into an event at Gateway. The database contains the content of email

correspondence between yourself and Gateway, if that correspondence was conducted through the database. You can review your information in the database by making an appointment with church staff.

Q: What should I do if the information in my profile is wrong?

You can update your information through the Church Center app or through the website. To update your birthdate or your household information please complete the following request form:

<https://gatewaycaledonia.churchcenter.com/people/forms/627569>

Q: What do you mean by “Household”?

A household is all those from the same family who are living at the same address. Adults who are 21 years of age or older should be placed in their own households unless they are attending post-secondary education.

Q: I often check in a child who is not part of my household. Do I need to add them to my household?

Please do not add them to your household. We will identify you in the database as someone authorized to check in and/or pick up that child. Please let the check-in staff know on Sunday morning and they will update the child’s record or email rebecca@gwchurch.

Q: Who is an adult?

Adults are aged 18 and older.

Q: Is my personal information protected?

Your personal information is stored in the secure Planning Center database and is only accessible to those to whom the church has given permission. The information you decide to include in the Directory is available to others who are invited to be listed in the Directory.

Q. Can I have information about me deleted from the database?

Yes, you have the right to determine what personal information the church retains about you. The exception is information about the attendance of adults and children at church events to which the children signed in (such as Sunday morning children’s ministries, the musical, Blast and Axis). Our commitment to Plan to Protect and our insurance company requires us to maintain that information in case there is a future question regarding who was providing care for minors at church events.

Q. Who should I contact if I have other questions?

Please email your question to info@gw.church and the appropriate person will respond.